COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 10-2, Readiness. It provides policy and guidance to report status to execute Aerospace Expeditionary Forces (AEFs) taskings. It formalizes reporting policies for unit assigned AEF taskings for full spectrum operations and provides guidance to headquarters agencies to certify the readiness of allocated forces to accomplish their designated missions under the AEF construct. Guidance in this instruction supplements Air Force Instruction (AFI) 10-400 *Expeditionary Aerospace Force Planning*. Additional guidance is available in AFI 10-403, *Deployment Planning and Execution*; AFI 10-402, *Mobilization Planning,* AFI 10-404, *Base Support Planning*; AFI 10-416, *Personnel Readiness and Mobilization*, and Air Force Manual (AFMAN) 10-401, *Operation Plan and Concept Plan Development and Implementation.* This instruction applies to all Air Force (AF) and Air Reserve Component (ARC) activities that organize, train, equip, deploy, or employ units and individuals in AEF operations. Any organization may supplement this instruction. Except where noted, references to major commands (MAJCOMs) include the Air National Guard (ANG) and the Air Force Reserve Command (AFRC). Any reference to MAJCOMS, also includes field-operating agencies (FOAs) and direct reporting units (DRUs). MAJCOMs, FOAs, and DRUs, send one copy of their printed supplement to HQ USAF/XOOA; other organizations send one copy of each printed supplement to the next higher headquarters. See **Attachment 1** for a glossary of references, abbreviations, acronyms, and terms. Maintain and dispose of records created as a result of processes prescribed in this instruction IAW AFMAN 37-139, *Records Disposition Schedule.*

The reporting requirement in this publication is exempt from licensing in accordance with paragraph 2.11.10 of AFI 33-324, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.

(PACAF) This publication supplements AFI 10-244, 19 February 2002, Reporting Status of Aerospace Expeditionary Forces for PACAF units. HQ PACAF Directorates, Numbered Air Forces (NAFs), 15 Air Base Wing and the 502 AOG will ensure compliance with this instruction/supplement by all assigned or

attached units. This publication may be supplemented by lower organizational elements. NAFs, Wings and 502 AOG send one copy of their printed supplement to HQ PACAF/DOXF. Maintain and dispose of records created as a result of process prescribed in this instruction IAW AFMAN 37-139, *Records Disposition Schedule.* The reporting requirement in this publication is exempt from licensing in accordance with paragraph 2.11.10 of AFI 33-324. *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.* This publication does not apply to the Air National Guard (ANG) or U.S. Air Force Reserve (USAFR) units.

AFI 10-244, 19 February 2002, is supplemented as follows:

Chapter 1

EXPEDITIONARY AEROSPACE FORCE (EAF) CONCEPTS

1.1. General. The Expeditionary Aerospace Force (EAF) concept is how the Air Force organizes, trains, equips, and sustains itself by creating a mindset and cultural state that embraces the unique characteristics of aerospace power – range, speed, flexibility, and precision – to meet the national security challenges of the 21st Century. The concept has two fundamental principles: first, to provide trained and ready aerospace forces for national defense and second, to meet national commitments through a structured approach which enhances Total Force readiness and sustainment.

   1.1.1. How to use this AFI. This AFI governs Unit Type Code (UTC) status reporting and the AEF Certification process. This instruction should be followed in the context of AFI 10-400 *Expeditionary Air Force Planning and Operation,* which contains planning considerations for these UTCs and a full description of Expeditionary Aerospace Force concepts. **Chapter 1** contains the basic description of the EAF and the Aerospace Expeditionary Force UTC Reporting Tool (ART). **Chapter 2** outlines roles and responsibilities in UTC reporting. **Chapter 3** describes assessment and reporting policies. **Chapter 4** focuses on the Certification process.

1.2. Force Presentation. The United States Air Force (USAF) has organized its Total Force into Aerospace Expeditionary Forces (AEFs); dedicated on-call Aerospace Expeditionary Wings (AEWs); Lead Mobility Wings (LMWs); and required Air Operations Center (AOC) and Air Force Forces (AFFOR) Command and Control (C2) elements. Available Air Force unit type codes (UTCs) have been equitably aligned across ten AEFs and two AEW libraries so each possess roughly equal capabilities. These libraries provide a composite of capabilities from which force packages are developed and tailored to meet mission requirements, while AOC and AFFOR C2 elements provide the operational level C2 required for AEW mission accomplishment. The LMWs provide trained leadership to support short notice taskings such as humanitarian relief operations (HUMROs) or noncombatant evacuation operations (NEOs). Specifically tailored forces are presented to theater commanders as Aerospace Expeditionary Task Forces (AETFs). Refer to Air Force Doctrine Document (AFDD) 2 for doctrinal guidance on force presentation. In addition to the AEFs and AEWs, the EAF will include strategic "enabler" or common user assets, such as long-range mobility, Special Operations Forces (SOF), and space forces, that will provide support to authorized organizations within and outside of the Department of Defense (DOD), including Air Force movements of AEF forces. Also postured as enablers, the Air Force's Low Density/High Demand (LD/HD) assets (U2, E-8 JSTARS, E-3 AWACS, RC-135 RIVET JOINT, SOF, CSAR, etc.), will play critical roles in AEF/AEW operations, subject to the governing directives of the Global Military Force Policy (GMFP).

1.3. Spectrum of Operations. The National Military Strategy dictates that the Air Force be prepared to support requirements across the spectrum of operations from humanitarian and disaster relief operations up to and including major war (MW). The Air Force will meet its day-to-day steady-state deployed operational commitments using the UTCs assigned to the two on-call AEFs, one on-call AEW, and available enabler forces. Any substantial or sustained commitment of forces beyond this level will constitute a surge for the Air Force, which will require some degree of reconstitution of the involved forces after the surge ends.

1.4. Force Management. The AEF libraries contain a finite amount of capability that at any given time identifies forces that constitute the total force that has been made available/assigned for scheduling. The 10 AEFs are paired (e.g. AEF 1 and 2, AEF 3 and 4, etc.) into five 3-month contingency on-call/deployment eligibility period every 15 months. Each of the two dedicated on-call AEWs will alternate on 4-month on-call periods. As the EAF concept evolves, the on-call AEWs may be absorbed into the baseline AEF structure. Most low density/high demand (LD/HD) assets, as defined in GMFP, are not formally assigned to individual AEFs, but are aligned with deployment cycles in order to enhance deployment predictability. Deployment levels must be consistent with GMFP guidelines. Space, inter-theater airlift, and Global Reach Laydown (GRL) forces normally will not be assigned to AEFs. Air refueling forces and medium-range airlift forces (currently consisting of C-130 units) will be assigned to AEFs and enabler operations, subject to careful scheduling to avoid over tasking.

1.5. Reporting AEF Status - General . To view the health of forces in the ten (10) designated AEF's, AEWs, lead mobility wings and enablers, Air Force senior leadership determined a need to collect UTC readiness status data from all AEF-allocated UTCs of sufficient detail to support the following goals:

1.5.1. Provide Headquarters AF, AF Component Commanders, MAJCOM's, and the AEF Center (AEFC) readiness information to employ, manage, and sustain Expeditionary Air Force operations.

1.5.2. Provide units a mechanism to report a Unit Type Code's (UTC) ability or inability and associated deficiencies in fulfilling its Mission Capability Statement (MISCAP) across the full spectrum of operations to include contingency and steady state operations.

1.5.3. Provide information to aid resource allocation and tasking decisions during steady state and crisis actions.

1.6. System Description: The AEF UTC Status Reporting Tool (ART) is designed to support the goals listed above. ART allows AEF-allocated units the ability to report UTC level readiness data. It provides one central location to archive reported data. It allows immediate updates and ready access to an aggregate UTC status for all levels of command with sufficient depth of information to make informed decisions on the employment of forces for AEF operations. It further provides a means for identifying and analyzing actionable indicators of change.

1.6.1. ART is a web-based, non-intrusive, html-environment tool with associated databases to support collection, collation, and report generation of unit and aggregate UTC readiness data. It resides on the SIPRNET (**http://aefcenter.langley.af.smil.mil)** for secure access. Units that are allocated UTC taskings under AEF, view and report their status against these taskings directly on the ART website.

1.6.2. ART's report generating capability allows all levels of command to arrange data to produce tailored written reports and graphics. The reports section is read-only and can be accessed by anyone with SIPRNET access.

1.6.3. A fully functional training site exists on the NIPRNET (**https://aefcenter.acc.af.mil/eafonline/** or **https://aefcenter.acc.af.mil/art**). This site also allows personnel to review the ART tutorial and other guidance. There are no restrictions on this site; anyone can login and enter training data or experiment with the report section. DO NOT enter real world data on the training site.

1.6.4. Operationally, ART supports the goals stated above by collecting and collating unit-reported data to answer, in whole or in part, the following associated questions:

1.6.4.1. Are AEF allocated UTCs able to accomplish their MISCAP defined mission if tasked today?

1.6.4.2. Are AEF allocated UTCs able to accomplish their component tasked mission?

1.6.4.3. Do adequate resources exist and is training available in order to accomplish and sustain the AEF mission(s)?

1.6.5. ART complements readiness data reported in Status of Resources and Training Systems (SORTS). ART focuses reporting on the modular scalable capability-based UTC's designed to meet the needs of the 21st century force while SORTS is unit-centric with reporting based on major war (MW) commitments. The basis for both systems is the Air Force Wide UTC Availability and Tasking Summary (AFWUS). The tasking baseline contained in ART is derived from the AEF Time Phased Force Deployment Data (TPFDD) library which supports the full spectrum of operations. Readiness assessments for MW and AEF tasking must be considered together however the reporting guidelines for each may be independent. A unit's C level as reported in SORTS may not directly correlate to it's ability to support a specific UTC tasking as indicated in ART.

Chapter 2

ORGANIZATION RESPONSIBILITIES

2.1. ART Reporting. Unit commander assessments reported in ART present the status of each UTC in the AEF library; and they provide higher levels of command the necessary information to make force and resource allocation decisions to effectively support theater commanders. Within the AEF construct, the UTC assessments are used to determine the most effective force tasking. Effective management of Air Force resources requires accurate information at all levels. For these reasons integrity in reporting an accurate status is paramount. ART is not a report card, but a method of identifying a UTCs ability to perform its MISCAP and identify shortages of resources therefore, <u>commanders must "tell it like it is."</u>

2.2. Headquarters USAF.

2.2.1. Chief of Staff of the Air Force (CSAF). Responsible for organizing, training, and equipping aerospace forces to meet CINC requirements. Final approving authority for Combat Air Forces (CAF) Consolidated Planning Order and Mobility Air Forces (AMC/DOO) schedule, and subsequent changes to the schedule.

2.2.2. The Deputy Chief of Staff, Air and Space Operations (HQ USAF/XO). Coordinates AF-wide efforts to develop capabilities and field AEF forces and the associated operational-level C2 infrastructure and units. Coordinates with MAJCOMs/FOAs/DRUs the AEF Center and USAF component commands to ensure unity in the AEF implementation effort. Oversees AEF operational planning and concept development. Assists MAJCOMs/FOAs/DRUs with contingency and crisis action planning. Conducts analysis of operational concepts supporting AEF operations through the Air Force Studies and Analysis Agency. Responsible for overseeing reconstitution efforts that result from surge operations above steady state levels.

2.2.2.1. The Directorate of Operational Plans (HQ USAF/XOX). Assesses capability of AEF forces to support CINC planning initiatives and requests for support; and, assesses capability of apportioned AEFs to accomplish assigned missions. Interfaces with AEF Center on UTC efforts, AEF libraries, Joint Strategic Capabilities Plan (JSCP) issues, AEF sourcing issues and conferences, Functional Area Managers (FAMs) interface and AEFs relationship to Operations Plan (OPLAN) guidance. USAF focal point for developing and integrating operational strategies, requirements, policies, guidance, and plans necessary to support AEF operations worldwide supporting the warfighter. The War Plans Division (XOXW) develops general policies regarding all facets of the management of UTCs and the general guidelines for assigning available UTCs to the AEF construct. They are responsible for managing the AFWUS in the WMP System, but not for the actual updating of available UTCs.

2.2.2.2. Directorate of Operations and Training (HQ USAF/XOO). Responsible for overall AF current operations, readiness and training. Administers policies governing operational training, force readiness, range and airspace issues, personnel recovery, and special plans and programs. As the OPR for AF readiness this directorate coordinates with the AEF Center on force readiness issues for AEF operations. This directorate in coordination with the AEFC staffs the Air Force instruction for ART.

2.2.3. The Deputy Chief of Staff, Installations and Logistics (HQ USAF/IL). Develops policy and provides guidance for all logistics plans, transportation, supply, maintenance, civil engineer, muni-

tions, and services support. HQ USAF lead for developing Agile Combat Support (ACS) capabilities, and appropriately sizing these capabilities as ECS, to support AEF operations.

2.2.4. Air Staff FAMs. The Air Staff FAM acts as a central coordinator of the actions of their MAJ-COMs/FOAs/DRUs counterparts to ensure their applicable functional area UTCs are being properly assigned to the AEF construct. (See AFMAN 10-401 for additional Air Staff FAM responsibilities).

2.2.5. Commander, Air Force Reserve Command (HQ AFRC/CC dual-hatted as HQ USAF/RE). Establishes policy and provides guidance for the participation of AFRC forces in AEF operations.

2.2.6. The Director, National Guard Bureau (NGB/CF). Establishes policy and provides guidance for the participation of Air National Guard (ANG) forces in AEF operations.

2.2.7. For a more complete description of roles and responsibilities for AEF see AFI 10-400.

2.3. Aerospace Expeditionary Force Center. The AEFC is a cross-functional, centralized management team responsible for planning, configuring, scheduling, and preparing AEFs as well as assessing AEF capabilities to enable the advancement of the EAF. Responsibilities specifically include AEF force tasking and scheduling for steady state and on-call AEW/LMW operational requirements. The AEFC integrates trained aerospace forces to meet theater CINCs' requirements. The AEFC provides vital planning, scheduling and functional area expertise during crisis action planning, escalation to surge or full-scale MW operations, and the return to steady-state operational levels. Included in this is responsibility for working with the Air Force Operations Group during crisis action planning and with HQ USAF/XO for force reconstitution planning. Identifies escalated reconstitution requirements when force commitment exceeds sustainment levels. Coordinates with MAJCOMs/FOAs/DRUs to identify units in surge operations and those that require reconstitution. Monitors personnel, training, equipment, and supply status throughout surge operations, advising Air Staff of critical impacts to on-call operations, the AEF/AEW schedule, and MW execution. Reports administratively to Commander Air Combat Command (COMACC).

2.3.1. Authority. The AEFC is the CSAF designated coordinating authority for all AEF matters. Accordingly, the AEFC is direct liaison authorized (DIRLAUTH) across all MAJCOMs/FOAs/DRUs, AF Component Commands (AFCCs)/deployed units, and AEF/AEW/LMW scheduled units to provide readiness oversight and to integrate required planning and sourcing processes. Although the AEFC has no chain of command authority with AEF units (**Figure 2.1.**), it is responsible for recommending courses of action to the AF leadership to facilitate expeditionary operations, to include recommending sourcing and tasking during crisis planning.

2.3.2. TPFDD Management. The AEFC is responsible for the overall management of the AEF library. This includes acting as the focal point with the Joint Operations Support Center (JOSC) to ensure the TPFDDs are networked, and acting as the point of contact to resolve all non-policy related problems associated with the AEF library.

2.3.3. ART Operation. The AEFC is the system manager for ART. The TPFDD library is the data source for ART and is uploaded to ART periodically to incorporate changes made to the library. As the manager for ART and coordinating authority for AEF operations, the AEFC advises AF/XO, COMACC and CSAF on readiness issues pertaining to AEF. It advises on AF reporting policies and procedures for ART, and issues effecting force readiness and their reporting in this system. The AEFC has the following responsibilities:

2.3.3.1. Maintain the currency of the database by loading the AEF TPFDD library into ART to identify UTC additions, changes and deletions. The library is updated weekly.

2.3.3.2. Maintain and update ART web site and training web site capability as required.

2.3.3.3. Review, validate, prioritize and fix ART functionality problems.

2.3.3.4. Backup/archive data at the end of each month.

2.3.3.5. Provide MAJCOM/DRU/FOA training on ART as requested by the MAJCOM.

2.3.4. Readiness Monitoring. AEFC monitors AEF/AEW readiness through ART. It ensures up-to-date status of AEF/AEW allocated UTC's, providing visibility to all command levels. Assesses UTC problem areas for overall AEF/AEW impact. Assists in asset reprioritization based on reported UTC readiness level. Monitors AEF/AEW shortfalls and deficiencies and ensures visibility by MAJCOMs/FOAs/DRUs and Air Staff functional area managers.

Figure 2.1. AEFC Command Relationships
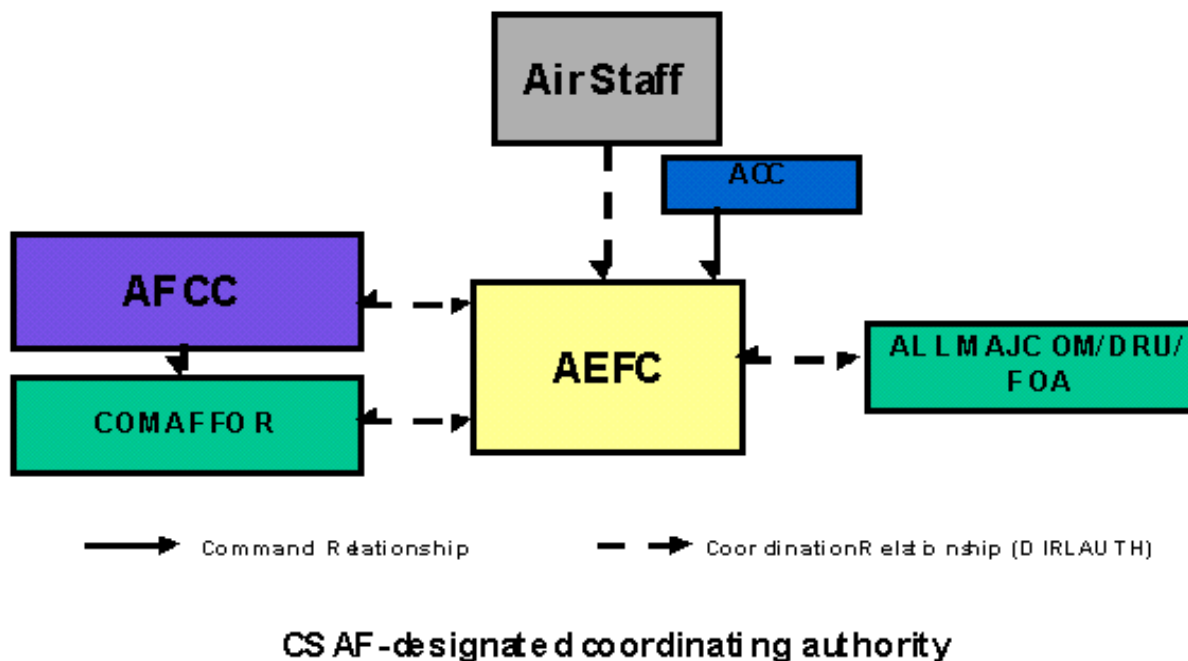
2.4. **Air Force Major Commands (MAJCOMs/FOAs/DRUs).** In coordination with USAF component commands, develop concepts of operations (CONOPS) and organizes, trains and equips forces to support AEF operations IAW AFI 10-400. Develops UTCs for systematic planning of force packages. Coordinate and synchronize planning activities with the AEFC, other supporting commands, and US intergovernmental agencies. Provide final approval authority for all taskings, and through established mechanisms, task their respective units to support AEF requirements. Publish G-series orders to activate and inactivate expeditionary units IAW AFI 38-101. Maintain the AFWUS module of the War and Mobilization Planning (WMP) System. Works with the AEFC and USAF component commands to identify availability of pre-positioned materiel to support theater operations. Update AEF libraries as needed once AEFC has unlocked the TPFDDs for maintenance. Provide guidance for personnel and equipment recovery, to include leave policy, prioritization of equipment purchase or replacement, and unit readiness reporting

procedures. Consolidate unit reconstitution requirements and coordinate inputs to AF/XO and AF/XP with AEFC. MAJCOMs utilize ART assessments to certify AEF forces IAW **Chapter 4** of this AFI.

2.4.1. (Added-PACAF) HQ PACAF/DOXF (AEF-Pacific Center) is the COMPACAF-designated authority for all MAJCOM ART matters and responsibilities and assumes the overall management of the Aerospace Expeditionary Force UTC Reporting Tool (ART) and readiness reporting. HQ PACAF/DOXF will oversee and coordinate all ART related issues between COMPACAF, HQ PACAF directorates, commanders, wings, units, HQ PACAF FAMs, and the AEF Center, as applicable.

2.5. Lead Wings.

2.5.1. Lead Wing Commanders. If required, lead wing commanders may serve as AEW commanders, especially in expanding contingency operations with no pre-established C2 capability. They also ensure coordination and DIRLAUTH with AEFC and AEF assigned units to accomplish required planning, preparation and reporting. Lead wing commanders are not responsible for training, preparation, reporting or certifying of other units forces' assigned to the AEF.

2.6. Wing and Base-Level Agencies.

2.6.1. Wing Commander or equivalent level supervisor. Responsible for the assignment and training of personnel and resources to wing UTCs IAW AFI 10-400 *AEF Planning and Operations.* Ensures the wing reports its' UTCs capability status through ART. Advises MAJCOMs/FOAs/DRUs of activities specified by wing or base-level agencies that might restrict or delay EAF operations from either home or deployed locations. Recommends alternative plans, as required. Senior certifying official for readiness of tasked-to-deploy and PTDO UTCs, and is responsible for providing this certification information IAW **Chapter 4** of this instruction and applicable MAJCOM directives.

2.6.2. Squadron/Unit Commander or equivalent level supervisor. Ensures assigned personnel meet mission training requirements and plan for deployment in accordance with AFI 10-400, AFI 10-215 and AFI 10-403, *Deployment Planning and Execution*. Responsible for rotational cycle equity at the unit level. Advises wing commander of resource changes that may impact UTC capabilities. Responsible for associating, tracking, and managing personnel and equipment aligned against a specific AEF/AEW. The squadron/unit commander is the authority for status of the unit's UTC as reported in ART.

2.6.3. Individual. Individual personnel assigned to deployable UTCs must ensure they are trained and ready for deployment IAW AFI 10-403, AFI 10-215, AFI 10-400 and guidelines on the EAF online website. Shortfalls must be brought to the attention of supervisors and unit commanders.

2.7. ART Reporting Process Responsibilities

2.7.1. MAJCOMs. Designate OPRs for ART and establish procedures for identifying and tracking wing and unit level write-access-approved ART OPRs. MAJCOMs have authority to designate appropriate resources for reporting in ART. ART is a command and control system designed to give readiness information on all AEF allocated forces. Appropriate procedures and OPRs should be designated to ensure that ART reporting is consistent with other readiness reporting systems and procedures. Additionally, MAJCOMs are responsible for the following:

2.7.1.1. Ensuring their units are properly trained in ART data reporting procedures.

2.7.1.2. Ensuring timeliness, accuracy and validity of subordinate units' data.

2.7.1.3. Sampling, reviewing, and assessing adequacy of the remarks and challenging inadequate remarks.

2.7.1.4. Notifying units of added, changed or deleted UTCs.

2.7.1.5. Ensuring MAJCOM FAMs assist units in resolving tasking conflicts between the AFWUS and Air Force Component Command requirements as required.

2.7.2. Numbered Air Forces (NAFs)

2.7.2.1. NAFs are responsible for the timeliness, accuracy and validity of subordinate units' data.

2.7.2.2. NAFs will review, assess adequacy of the remarks and will challenge inadequate remarks.

2.7.3. Wing/Base Commander:

2.7.3. (PACAF) **Wing/Base Commander:**

2.7.3.1. Designate wing level ART OPR by letter or email as directed by MAJCOM/DRU/FOA guidance. Designation should include name(s), ranks(s), organization, DSN telephone number, classified and unclassified e-mail addresses. MAJCOM/FOA/DRU will forward request for data entry access approval to the AEFC via email **mailto:aefc.aepr@langley.af.mil**.

2.7.3.1.1. (Added-PACAF) Designate a primary and alternate wing level ART POC by letter (**Attachment 5 (Added)**) signed by the Wing commander. Include name, rank, organization, DSN, classified and unclassified e-mail addresses. Forward a signed copy to the MAJCOM ART POC for record via email to **mailto:pacaf.doxf@hickam.af.mil.** ART users requiring data entry access should submit account request through the ART SIPRNET website at: **http://knowledge.langley.af.smil.mil/ART/mngmt/loginNew1.asp**

2.7.3.2. Ensure UTC assessments and information provided by subordinate unit commanders are accurate timely, valid, and complete.

2.7.3.3. Ensure all personnel involved in ART reporting are trained in data handling procedures.

2.7.3.4. ART OPR will conduct and document ART training.

2.7.3.5. Ensure unit commanders are aware of all tasked and allocated UTCs, through official deployment information systems. Certify readiness of deploying UTCs IAW **Chapter 4** of this instruction.

2.7.3.6. (Added-PACAF) Publish and maintain a wing supplement to support local requirements, identify wing agencies responsible for assisting units with ART reporting and to provide continuity during personnel turnovers. Provide a copy of wing supplement to HQ PACAF/DOXF via email to **mailto:pacaf.doxf@hickam.af.mil.** The following outline will be used as a baseline for preparing wing supplements:

2.7.3.7. (Added-PACAF) **Written Guidance:.** Specify regulatory guidance that must be available at each ART reporting unit (e.g. AFI's, Supplements, Policy Letters etc.).

2.7.3.8. (Added-PACAF) **Responsibilities:.** Clearly specify responsibilities for individuals (i.e., wing commander, group commander, unit commander, section chiefs, etc.) involved in preparing, reviewing and ensuring the accuracy of unit ART reports.

2.7.3.9. (Added-PACAF) **Distribution and Reporting Requirements:.** Describe all locally devised forms that must be used, if any, by local reporting units for gathering data.

2.7.3.10. (Added-PACAF) **Training:** Specify training requirements for ART POCs identifying mandatory criteria and time schedules.

2.7.3.11. (Added-PACAF) **Reporting Procedures:** Include step-by-step procedures accomplished in compiling and submitting ART reports.

2.7.3.12. (Added-PACAF) ART POC is responsible for maintaining a consolidated listing of all wing and unit level write-access-approved ART POCs. At a minimum, ART POC listings are required to be reviewed quarterly for accuracy, for personnel that have departed station or no longer require write access.

2.7.3.13. (Added-PACAF) ART POC will provide a consolidated listing of all wing and unit ART POCs to HQ PACAF/DOXF via email to **mailto:pacaf.doxf@hickam.af.mil** and notify them whenever changes occur.

2.7.3.14. (Added-PACAF) ART POC will maintain current appointment letters with unit commander signature, for all appointed wing and unit ART monitors.

2.7.3.15. (Added-PACAF) ART POC will disseminate correspondence of interest (i.e., ART policy messages, ART advisories, certification guidance etc.) to unit commanders and unit ART POCs, if required, on a timely basis to ensure prompt response to HHQ requirements.

2.7.3.16. (Added-PACAF) Establish and maintain ART continuity folder (s) or binder (s) for each respective reporting unit containing the following documents:

2.7.3.17. (Added-PACAF) Appointment letters with commanders signature for all wing and unit ART monitors.

2.7.3.18. (Added-PACAF) A copy of all wing and unit ART assessments submitted by the unit POCs to include signed commander's worksheets plus all other supporting documentation used to compile the ART reports.

2.7.3.19. (Added-PACAF) HHQ, guidance, letters, messages, etc.

2.7.3.20. (Added-PACAF) Training program or outline for wing and unit ART monitors complete with training materials, sample worksheets, and documentation of completed training.

2.7.4. Units.

2.7.4.1. Appoint and train ART personnel IAW wing/group or equivalent direction.

2.7.4.2. Designate ART OPR by letter or e-mail as directed by the MAJCOM/DRU/FOA. Include name(s), rank(s), Organization, DSN telephone numbers. MAJCOM/DRU/FOA will forward request for data entry access approval to the AEFC via e-mail to **mailto:aefc.aepr@langley.af.mil**.

2.7.4.2.1. (Added-PACAF) ART users requiring data entry access should submit account request through the ART SIPRNET website at: **http://knowledge.langley.af.smil.mil/ART/mngmt/loginNew1.asp**

2.7.4.3. Report on **all** UTCs allocated to an **AEF**, **AEW**, **Lead Mobility Wing** or designated **Enabler**.

2.7.4.4. Ensure data and remarks adequately and accurately reflect the UTC's capability.

2.7.4.5. Ensures report submissions meet established time lines.

2.7.4.6. Review discrepancies noted in previous reports and actions being taken to correct them. Release the report for entry into the ART system.

2.7.4.6.1. (Added-PACAF) Be continually cognizant of current and projected resource status in order to provide accurate GWD projections when submitting ART assessments.

2.7.4.7. If discrepancies are noted between other deployment tasking databases and the AEF TPFDD loaded in ART, it is incumbent on the unit to research the disconnect and work to resolve the issue with MAJCOM FAMs.

2.7.4.8. Ensure readiness and certification of assigned UTCs IAW **Chapter 4** of this instruction.

2.7.4.9. (Added-PACAF) Ensure all concerned agencies have coordinated on or provided required worksheets signed by the unit commander prior to submission to the wing POC.

2.7.4.10. (Added-PACAF) Establish procedures to accurately gather, prepare, validate, and submit ART assessments to the wing POC in a timely, efficient manner.

2.7.4.11. (Added-PACAF) Establish and maintain ART continuity folder (s) or binder (s) containing the following documents:

2.7.4.12. (Added-PACAF) A current copy of ART POC appointment letter designating the primary and alternate unit ART monitors signed by the unit commander.

2.7.4.13. (Added-PACAF) A copy of all unit ART assessment(s) submitted to the wing POC to include worksheets signed by the unit commander plus all other supporting documentation used to compile the ART report.

2.7.4.14. (Added-PACAF) HHQ guidance, Wing guidance, messages, etc. (e.g. wing supplements, OI's, policy letters).

2.7.4.15. (Added-PACAF) Training program or outline for squadron/unit ART monitors complete with training materials, sample worksheets, and documentation of completed training.

2.7.5. Units Required to Report. All Air Force units including Air National Guard and Reserve components owning UTCs allocated in an AEF, an AEW, or included within a Lead Mobility Wing or designated an enabler will report the status of their UTCs IAW this instruction.

2.7.5.1. (Added-PACAF) All PACAF units are required to submit monthly UTC assessments (commander's worksheets) to the appropriate wing or NAF level ART OPR for review, approval and submission. Wing and NAF level ART OPRs are not required to receive or submit monthly UTC assessments for the following agencies or organizations, since they report directly or through their HHQ:

2.7.5.2. (Added-PACAF) Air Force Audit Agency (AFAA), Armed Forces News Service (AFNS), Air Force Office of Special Investigations (AFOSI), AFOSI Field Investigation Detachments/Regions, Information Operations Group (AIA), Information Operations Squadron (AIA), Air Force Material Command (AFMC).

2.7.6. (Added-PACAF) **Group Commander:** Group commanders play an integral role in their subordinate units ART reporting process. Established unit UTC assessments do not require approval by group commanders, however, commanders should develop procedures for an internal review process.

2.7.6.1. (Added-PACAF) Designate a primary and alternate group-level ART POC by letter (**Attachment 5 (Added)**) signed by the Group commander. Include name(s), rank(s), organiza-

tion, DSN, classified and unclassified e-mail addresses. Forward a signed copy to the MAJCOM ART POC for record via email to **mailto:pacaf.doxf@hickam.af.mil.** ART users requiring data entry access should submit account request through the ART SIPRNET website at: **http://knowledge.langley.af.smil.mil/ART/mngmt/loginNew1.asp**

2.7.6.2. (Added-PACAF) Establish a group level review process for subordinate unit's monthly UTC assessments prior to submission to the wing for approval and submission.

2.7.6.3. (Added-PACAF) Challenge inaccurate UTC assessments; get well dates (GDWs) and inadequate, incomplete or ineffective remarks submitted by subordinate units.

2.7.6.4. (Added-PACAF) ART POC's will maintain on-hand any ART related HHQ guidance, Wing guidance, messages, etc. (e.g. wing supplements, OI's, policy letters).

2.7.6.5. (Added-PACAF) Ensure unit report submissions and HHQ suspenses meet established timelines.

2.7.6.6. (Added-PACAF) ART POC will disseminate correspondence of interest (i.e., ART policy messages, ART advisories, certification guidance etc.) to subordinate unit commanders and unit ART POCs, if required, on a timely basis to ensure prompt response to HHQ requirements.

2.7.6.7. (Added-PACAF) Group commanders should establish a process or procedures to assist unit commanders in resolving deployment-tasking discrepancies or disconnects. Unit disconnects should be resolved through the MAJCOM FAMs.

2.7.6.8. (Added-PACAF) Ensure readiness and certification of assigned UTCs IAW **Chapter 4** of AFI 10-244.

2.7.7. (Added-PACAF) **HQ PACAF Functional Area Managers (FAMs).** The functional area manager (FAM) is the individual or designated agency responsible for the management and planning of all personnel and equipment within a specific functional discipline supporting AEF and wartime contingencies. The HQ PACAF functional manager has a key role in the development and mainte-nance of PACAF-unique UTCs. Each AFSC and career field within PACAF has a designated FAM to ensure proper management of their assets. They are responsible for ensuring the functional require-ments to support employing AEF forces are adequate and documented in the AEF TPFDD. They act as the liaison in the planning process between AEF Center and the units in the PACAF AOR. They respond to AEF Center UTC nominations and AEF guidance and relay appropriate nominations, guid-ance and taskings to the units in the field. HQ PACAF functional managers designate specific units and specific UTC configurations for possible AEF and contingency tasking. Each FAM is responsible for:

2.7.7.1. (Added-PACAF) Ensuring UTCs are postured in the AEF libraries to reflect accurate unit sourcing, deployment windows and enabler capabilities.

2.7.7.2. (Added-PACAF) Ensuring unit sourcing and tasking does not exceed authorized man-ning. The FAM will work closely with the AEF Center to track and update sourcing requirements as needed.

2.7.7.3. (Added-PACAF) Coordinating with HQ PACAF/DOXF to ensure the AEF Libraries are current and updated as required. FAMs will coordinate and notify TPFDD Library discrepancies and actions with the affected wings and units in a timely manner.

2.7.7.4. (Added-PACAF) Monitoring the readiness status of all PACAF ART reporting units within their functional area on a continuous basis. FAMs will review and assess the adequacy of remarks and reporting status of their reporting units in ART monthly to ensure validity and consistency across the function within PACAF. FAMs cannot change or direct the change of a unit's remarks or status, since the remarks are unit and wing assessed, validated and certified. When inaccurate or invalid information is noted, FAMs will coordinate with the reporting unit for resolution.

2.7.7.5. (Added-PACAF) Initiate measures to correct deficiencies within affected units. For those PACAF resource deficiencies that cannot be corrected at the MAJCOM level, forward recommendations to the appropriate AEF Center functional manager.

2.7.7.6. (Added-PACAF) Ensuring all UTCs assigned to their HQ PACAF functional area of responsibility have UTC assessments submitted and updated in ART every 30-calendar days. Ensure the data and remarks reported adequately and accurately reflect the UTCs capability.

2.7.7.7. (Added-PACAF) Ensuring all personnel involved in ART reporting within their functional area are trained in data handling procedures.

2.7.7.8. (Added-PACAF) Ensuring their respective directorate and branch chiefs are aware of all tasked and allocated UTCs through official deployment information systems. Certify readiness of deploying UTCs IAW **Chapter 4** of AFI 10-244.

2.7.7.9. (Added-PACAF) FAMs requiring data entry access should submit account request through the ART SIPRNET website at:
http://knowledge.langley.af.smil.mil/ART/mngmt/loginNew1.asp

Chapter 3

REPORTING POLICIES

3.1. Classification. ART contains real world deployment and personnel data. It is incumbent on all personnel to be aware of the classification of data entered in ART. A UTC assessments in ART is classified confidential, aggregate unit UTC reports are classified secret IAW Executive Order (EO) 12958. Do not enter data that is classified under other guidance such as "Special Access Required" information.

3.2. ART Data Classification. Executive Order (EO) 12958, *Classified National Security Informatio*n, requires us to protect classified information while striking a balance between protection and the need to inform the American public of their governmental activities. Additionally, this EO increases and emphasizes personal responsibility for classification and declassification decisions.

   3.2.1. Derivative Classification. Derivative classification is the incorporating, paraphrasing, restating, or generating in a new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply on the source information.

      3.2.1.1. Derivative Classifier. Persons applying derivative classification markings must carry forward to any newly created document the classification markings from the original source or document.

      3.2.1.2. ART assessment data (i.e., color codes, missing resources detailed in remarks, and limiting factors) for a single UTC, is classified at a minimum CONFIDENTIAL.

      3.2.1.3. Aggregate ART assessments (two or more UTC assessments, certification messages) are classified SECRET. ART data converted to a new type information must be evaluated for its impact on national security if released.

      3.2.1.4. Data classification. Raw resource data used to derive UTC assessments is classified IAW it's original source. When data is directly associated with an ART rating or used in an ART worksheet, the data becomes classified IAW this guidance. Preformatted worksheets should be clearly marked with instructions on classification.

      3.2.1.5. Classification Authority. As with SORTS, ART combines elements of the JOPES database with assessments of the ability of units to provide combat capability. The assessments are used in the Air Force war-planning effort as a readiness feed to the Deliberate and Crisis Action Planning and Execution Segments (DCAPES) which parallels SORTS and JOPES war-planning capability. The Joint Staff SORTS database is classified SECRET. Information extracted from this database is classified IAW, CJCSI 3401.02 and must contain derivative classification markings consistent with EO 12958, except where authorized otherwise. Derivative classification rules apply when extracts contain exempted data. ART will follow this same rule set and classification guidance.

      3.2.1.6. Classification Marking. ART data or extracts are classified by this AFI. Mark documents or data "Declassify on: (date). The date of declassification is 4 years from the date of the document for each level of classification. Declassification timeline is 4 years for CONFIDENTIAL, 8 years for SECRET.

3.2.1.7. Downgrading Authority. Initial downgrading of force readiness data and aggregate information will be determined by CJCS. HQ USAF/XO is the authority to extend or accelerate downgrading classification of ART and SORTS data following an initial determination by CJCS.

3.3. What to Report. Commanders with wing commander review/concurrence will report the unit's current ability to support each allocated UTC. NOTE: ART uses an extract of the approved UTC/UIC AEF assignment of forces in the AEF libraries. ART is a source for AEF UTC/UIC alignment for the unit commander.

3.3.1. Units reporting SORTS with UTCs allocated to an AEF, Air Expeditionary Wing (AEW) and lead mobility wing, or identified as an enabler shall continue to report SORTS IAW their Designed Operational Capability (DOC) statement and AFI 10-201, in addition to reporting in ART.

3.4. UTC Assessments. The assessments are based on the capability defined by the Mission Capability Statement (MISCAP) to include manpower requirements and equipment detailed in the Manpower and Equipment Force Packaging System (MEFPAK). The Logistic Force Packaging Subsystem (LOGFOR) Logistics Detail (LOGDET) and Manpower Force Packaging System (MANFOR) will be used to maintain the manpower and equipment requirements.

3.4.1. Response Time. A UTC readiness assessment is based on resources that are expected to be mission ready and available within their DOC response time, (if the UTC is referenced in the unit's DOC statement), or within 72 hours of tasking or less depending on the UTC requirements. A UTC is eligible to be tasked to perform its mission at any time.

3.4.2. The Mission Capability Statement (MISCAP) provides a brief description of the capability for which the UTC is designed.

3.4.3. The Logistic Force Packaging Subsystem (LOGFOR) provides a list of equipment the UTC requires to perform the mission.

3.4.4. The Manpower Force Packaging System (MANFOR) contains the manpower detail required to provide the capability for a standard UTC.

3.4.5. Commanders provide an assessment of UTC readiness based on the unit's ability to provide the UTC for mission execution at any time.

3.4.6. Commanders are not constrained by the unit SORTS "C" rating when assessing the health of the UTC.

3.4.7. Commanders rate each UTC against the unit's **current** ability to deploy and employ the UTC. Areas to be considered are personnel, equipment, training, and equipment condition. Personnel must be worldwide mobility qualified and have all required mission and skill level training complete IAW applicable directives and instructions. Equipment must be serviceable and available for deployment.

3.4.7.1. IAW AFI 10-400 and applicable MAJCOM directives any deployment eligible personnel within the unit may be considered to fill the UTC personnel requirement as determined by the UTC manpower details.

3.4.7.2. Equipment and supplies on hand reporting includes the status of LOGFOR equipment and supplies required to support the UTC. It may indicate budget and supply problems when details are known. Commanders determine the readiness status based on the availability of mis-

sion required equipment and supplies. Items are considered available if they are assigned to the unit and are physically present at the unit for deployment.

3.4.7.2.1. Units should report the status of UTCs as stand-alone requirements. For "rainbowed" UTCs where a UTC has both personnel and equipment requirements, but shares the equipment with a sister organization already deployed, the UTC should be assessed as Red, since it does not currently have the required equipment prior to deployment. For a rainbowed UTC a comment should be entered to indicate the status of the shared equipment.

3.4.7.3. The equipment condition area is used to determine the combat essential and support equipment that can be made ready within the UTC's response time to undertake the mission. Units assess the equipment condition for combat essential and support equipment based on the availability of required equipment.

3.4.7.4. The training assessment area indicates the status of training needed to support the mission for which a UTC is allocated. All personnel assigned to deployable UTCs must be worldwide mobility qualified and have all required mission and skill level training complete IAW applicable directives and instructions.

3.4.7.4.1. (Added-PACAF) **Specialty Training.** UTC training ensures that individuals have the required job knowledge and specialty skills required to provide the capability described in the MISCAP. Measure against AFSC to include job proficiency skill levels.

3.4.7.4.1.1. (Added-PACAF) Job Training.

3.4.7.4.1.2. (Added-PACAF) Completed skill level requirements.

3.4.7.4.1.3. (Added-PACAF) Specialized training/certified (e.g., Civil Engineer (CE) completed Silver Flag Training).

3.4.7.4.2. (Added-PACAF) **Warrior Training** (sometimes described as Unit Training or Individual Training). Information of this type is usually recorded in the Defense Automated Maintenance System (DEMAS) or the Consolidated Automated maintenance System (CAMS) if there is more than one type of training listed (e.g., chemical warfare and weapons); determine if everyone is required to have the training. Personnel are counted as trained if they have completed or are expected to complete the required training within the response time. If everyone is required to have all training, count only those personnel who have completed ALL required training as fully trained. Indicate in remarks, the number of individuals who require training, when they are scheduled or an estimated completion date.

3.4.7.4.2.1. (Added-PACAF) Warrior/Mobility Training is listed on the AEF Center's web site
(**http://aefcenter.acc.af.mil/aefonline/deploy.asp**):

3.4.7.4.2.2. (Added-PACAF) Chemical Warfare.

3.4.7.4.2.3. (Added-PACAF) Small Arms.

3.4.7.4.2.4. (Added-PACAF) Self-Aid and Buddy Care.

3.4.7.4.2.5. (Added-PACAF) Law of Armed Conflict (LOAC).

3.4.7.4.2.6. (Added-PACAF) Explosive Ordnance Recognition.

3.4.7.4.2.7. (Added-PACAF) Force Protection.

3.4.8. Commanders are expected to use their judgment during assessments of missing or deficient capabilities (i.e. shortage of one computer may not make a UTC red; shortage of one generator may, similarly a member on a 72 hour medical profile would not require a UTC status change, whereas a person with a broken leg would). Remarks should reflect training requirements and/or resource actions necessary to improve the readiness status.

3.4.9. In addition and independent of the stoplight (Green, Yellow, Red) assessment, each unit will indicate if a UTC is tasked to deploy and, if tasked, whether it can meet theater specific requirements including line remarks IAW timing criteria.

3.4.10. *AFI 10-403 Deployment Planning and Execution* issues directives relating to personnel substitution. These directives apply for ART reporting purposes. For reporting purposes personnel substitutions reflected in the UTC MISCAP are authorized unless precluded in the deployment planning guidance.

3.4.11. If a portion of a UTC is tasked to deploy, the remaining assets continue to be available for the entire deployment eligibility window. Commanders should indicate this in a remark.

3.4.12. Commanders will continue to submit an overall UTC assessment that treats the deployed portion of that UTC as available and healthy unless circumstances/information warrants otherwise.

3.5. Assess the overall health of a UTC. The UTC represents a capability that is assessed using the category areas described in paragraph **3.4.7.** The overall assessment is rated using the following guidelines:

3.5.1. Green = Go. All MEFPAK (MANFOR, LOGFOR) identified personnel, equipment and training for the AEF allocated UTC are available for deployment within 72 hours of notification or sooner if subject to more stringent criteria. NOTE: UTC MISCAP or applicable DOC statement response times may be more stringent.

3.5.2. Yellow = Caution. The UTC has a missing or deficient capability; but that missing or deficient capability does not prevent the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide a detailed explanation of the shortfall in remarks. Describe the shortfall, the corrective action and provide a projected get-well date.

3.5.3. Red = No Go. The UTC has a missing or deficient capability that prevents the UTC from being tasked and accomplishing its mission in a contingency and/or AEF rotation. Provide detailed explanation of the shortfall in remarks. Describe the shortfall, the corrective action and provide a get-well date.

3.5.4. Note: when the database is updated, an automated e-mail will be sent to the appropriate MAJCOM approved account holder indicating UTC(s) having a change. The owning organization is required to confirm that the UTC assessment is unchanged or to revise it as necessary.

3.5.5. Think of the monthly assessment as a Yes/No process (**Figure 3.1.**). Additionally, a Yes/No process can be used when assessing if a UTC is tasked to deploy and if it can meet theater specific requirements (**Figure 3.2.**).

Figure 3.1. Monthly Assessment Process
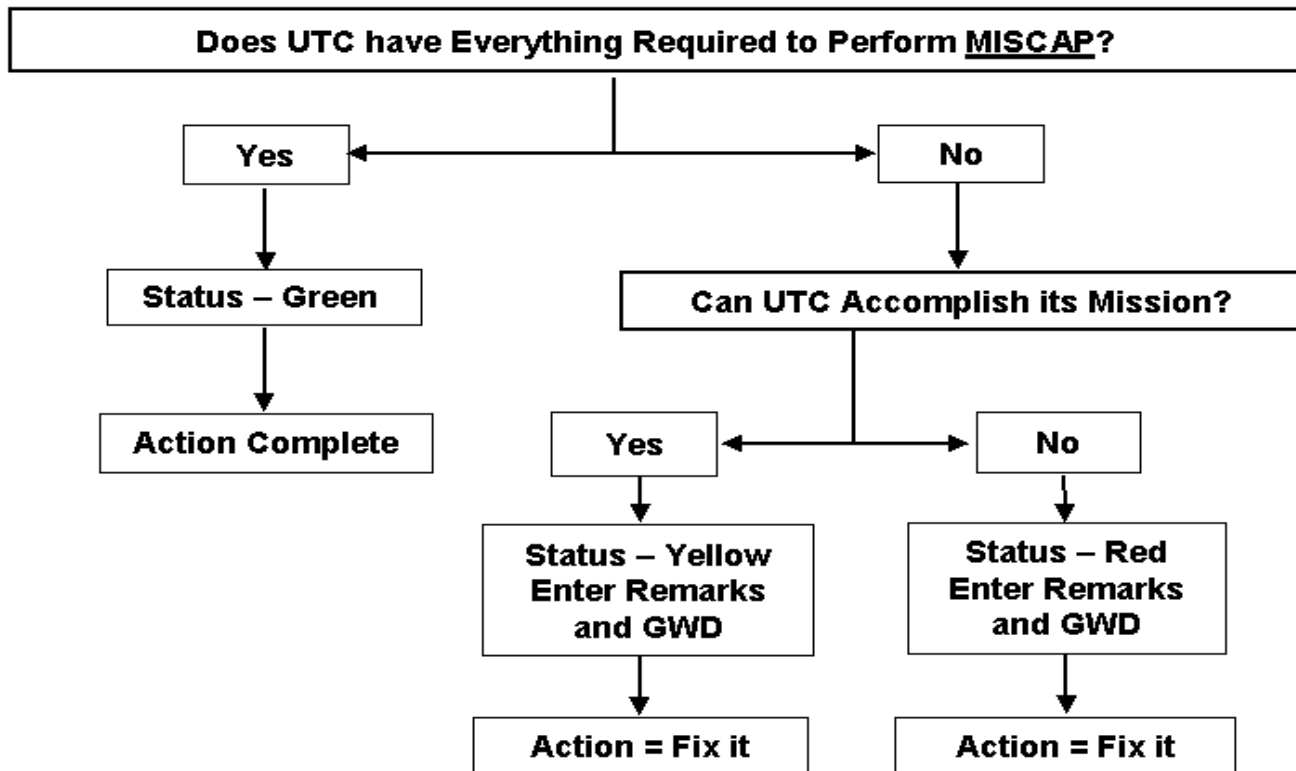
3.6. Tasked to Deploy Assessment. Upon deployment notification, commanders owning UTC's tasked to deploy, in whole or in part, are required to assess the UTCs ability to meet theater specific requirements to include line remarks. This assessment is independent of the overall UTC stoplight assessment. As an example, a UTC may not have a person with specific skill level and experience required by line remarks, however the UTC status (Green, Yellow, Red) does not change since the stoplight assessment is based on the UTCs ability to deploy anywhere in the world at the time of the assessment. Another example is a Red UTC assessment due to equipment which could be tasked to support a personnel only theater requirement. Even though it can meet that specific deployment tasking, the overall status is still Red.

3.6.1. A Yes/No process can be used when assessing if a UTC is tasked to deploy and if it can meet theater specific requirements (**Figure 3.2.**).
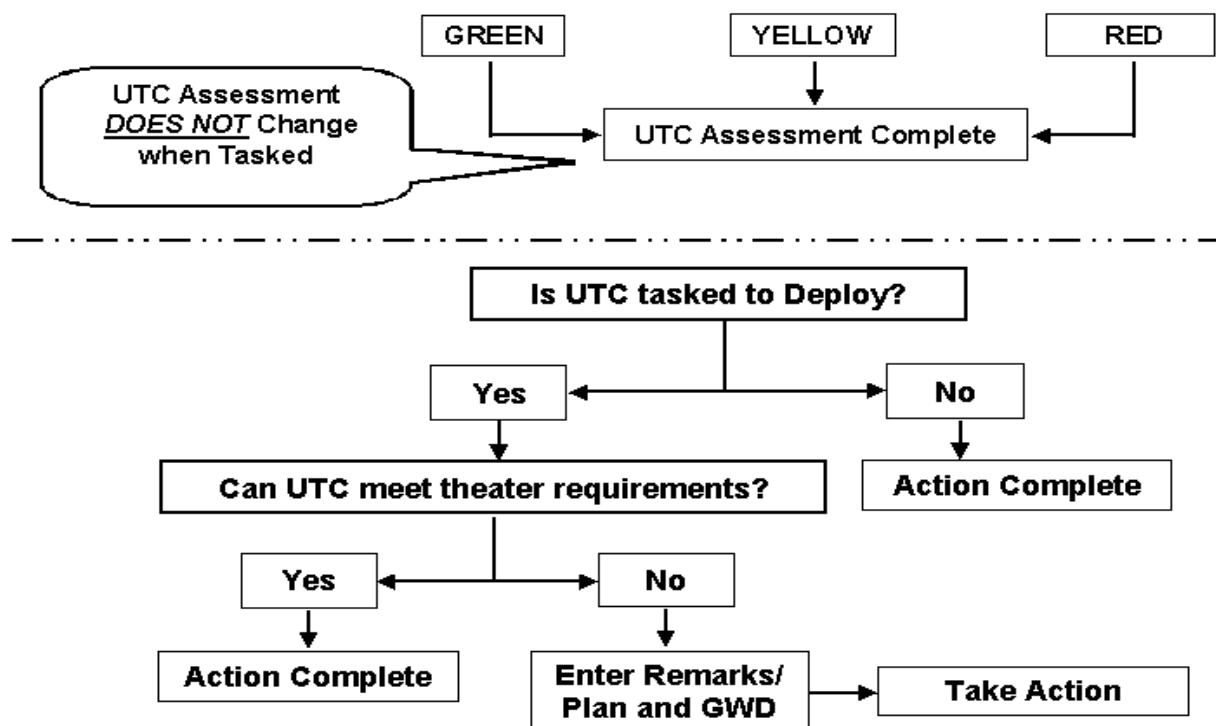
Figure 3.2. Tasked to Deploy Assessment Process

3.7. Remarks. Plain language supplemental remarks are a critical component of the ART report and are used as a management tool. Remarks are required if a unit is less than fully capable in any reportable area. Remarks are used to identify trends and to redirect resources if necessary.

3.7.1. Commanders use the remarks and associated get-well-dates (GWD) to explain and amplify data contained in ART reports. Write remarks in plain text English and ensure they contain all appropriate details such as AFSCs, projected improvements, workarounds, etc. Remarks should be sufficient to allow responsible managers to take specific corrective action. The remarks sections are not size limited.

3.7.2. As applicable, list resource types with associated deficiencies; state numbers required, assigned, and available; explain the cause of the problem, if known; identify previously requested assistance; identify remedial actions in progress, highlight further actions required, and provide a projection of when the readiness status will change.

3.7.3. Air Force standard abbreviations are acceptable. However, non-common, unique, or unit/system/functional specific acronyms will be defined when first used in a report. Do not refer to previous reports (ART is dynamic and will not retain previous remarks).

3.7.4. Wing Commanders should challenge inadequate remarks. MAJCOMs will sample, review, and assess adequacy of unit remarks.

3.7.5. (Added-PACAF) Commanders establishing get-well-dates (GWD) that exceed 1-year will provide additional justification in the remarks including actions taken or that will be taken to resolve deficiency.

3.8. When to Report. All Air Force and Air Force gained units will submit and update UTC assessments every 30 calendar days.

3.8.1. Out-of-cycle reports are required within 24 hours of a UTC status change or upon notification of a UTC change, addition, or deletion.

3.8.2. Additionally, commanders owning UTC's tasked to deploy will submit via ART an assessment of their ability to support the tasking, including theater specific requirements, within five (5) days of receipt of a deployment notification.

3.8.3. Units owning a UTC tasked to deploy will reset the deployment status from "Yes" to "No" not later than five (5) calendar days after the tasked resources return to home station.

3.8.4. (Added-PACAF) All PACAF and PACAF gained units will submit and update UTC assessments in ART every 30-calendar days but not later than the 15th of each month. Units should ensure that UTC assessment data is not older than 30-calendar days old by the monthly suspense date. Units having UTC's with unchanged UTC assessment data since the last reporting period are still required to submit a new UTC assessment updating the overall date of the report. If an update is not accomplished, the status will be reported as overdue.

3.8.5. (Added-PACAF) All PACAF units will review the ART library periodically to identify any UTCs aligned to their unit in a "not reported" (UTC has never been assessed) or "Overdue" (older than 30-calendar days) status and ensure assessments are submitted/updated as required.

3.9. Where to Report. ART is accessed from the AEF Center homepage located at the following URL **http://aefcenter.langely.af.smil.mil**. Click on the "AEF UTC Reporting Tool" link. Users are required to have SIPRNET access in order to submit ART updates.

Chapter 4

AEF CERTIFICATION

4.1. General:

4.1.1. AEF Certification is an Air Force process. It is a unit commander driven, UTC-based process that applies to all UTCs in the AEF Library that are tasked to deploy or placed on a Prepare To Deploy Order (PTDO). It assumes readiness of the pieces (UTCs) equates to readiness of the whole. The process begins with the unit commander assessing the ability of their UTCs to deploy and employ and culminates with COMACC, as the designated Air Force spokesperson, sending a certification message to Commander in Chief, U. S. Joint Forces Command (USCINCJFCOM). Each step in the process depends on the chain of command and an accurate assessment by commanders.

4.1.2. AEF Certification has two objectives: To hold commanders at each level accountable for organizing, training and equipping UTCs to provide required mission capability, and to inform CINCs on the status of deploying forces.

4.1.3. Commanders will assess all UTCs postured in the AEF library, but will only certify the UTCs tasked to deploy for a steady state, contingency, and/or sourced in a PTDO for crisis response. Commanders will certify UTCs for a specific AEF tasking, during a specific deployment eligibility window. Due to the 120-day AEW cycle, AEF and AEW certifications will not coincide.

4.1.3.1. Units which have received an AEF Deployment Requirements Manning Document (DRMD) or Deployment Order (DEPORD) are considered to be tasked-to-deploy forces. AEW and some AEF enabler UTCs do not normally deploy but are required to maintain a higher state of readiness in preparation for possible crisis response. When a CINC identifies specific required AEW and AEF enabler UTCs prior to crisis, those UTCs are placed on a PTDO for the duration of the AEF/AEW eligibility period.

4.1.4. Commanders use the AEF UTC Reporting Tool (ART) to support the certification process. However, the ART assessment process is independent and separate from the certification process. ART reporting assesses the UTC's capability to meet worldwide MISCAP mission today (stoplight-snap shot). AEF Certification assesses tasked-to-deploy UTC's ability to meet theater requirements for an AEF eligibility period and identifies a process for communicating that assessment through the chain of command. Additionally, Certification assesses the ability of UTCs sourced in a PTDO to meet worldwide MISCAP mission at the beginning of an AEF eligibility period.

4.1.4.1. In addition to ART, the unit commander should use the Commander's Toolkit and Position Descriptions (located on the EAF Portal) to assist in the UTC assessment process. Commander's Toolkit and Position Descriptions identify theater-specific training and track mobility requirements, which help prepare airmen for deployment.

4.1.5. The intent of AEF Certification is to hold commanders accountable to provide UTCs that meet CINC requirements. UTCs and individuals who do not comply with theater reporting instructions and/or line remarks do not meet CINC requirements. Should a UTC or individual not meet requirements refer to Paragraph **4.2.7.**

4.1.6. AOR personnel processing discrepancy reports will be used by the AEF Center as feedback mechanism for certification. Moving AOR discrepancy reports from the personnel channels to the

command channels will provide the supporting command feedback on the effectiveness of their certification process.

4.1.7. (Added-PACAF) Units must respond to processing discrepancies IAW AFI 10-215 and ensure that HQ PACAF/DPAX (**mailto:pacaf.dpax@hickam.af.mil**), HQ PACAF/DOXF (**mailto:pacaf.doxf@hickam.af.mil**) and AEFC CAT (**mailto:aefc.cat@langley.af.mil**) are included in responses.

4.2. Responsibilities

4.2.1. **Figure 4.1.** is a wiring diagram of the AEF Certification process. The process uses the existing chain of command through the MAJCOMs. MAJCOMs include DRUs and FOAs. Both ANG and AFRC will certify their own forces as described in MAJCOMs responsibilities, paragraph **4.2.3.** The diagram indicates the function of each command level and the relationship of the AEFC, COMACC and CINC in the certification process. The CORONA South 01 Decision 06 designated COMACC as the AF spokesperson for AEF Certification. As spokesperson, COMACC reports AEF readiness on behalf of all MAJCOM commanders and acts as the single point of contact to the joint commands. Also included are the certification tools (EAF Portal and ART)

Figure 4.1. AEF Certification Wiring Diagram
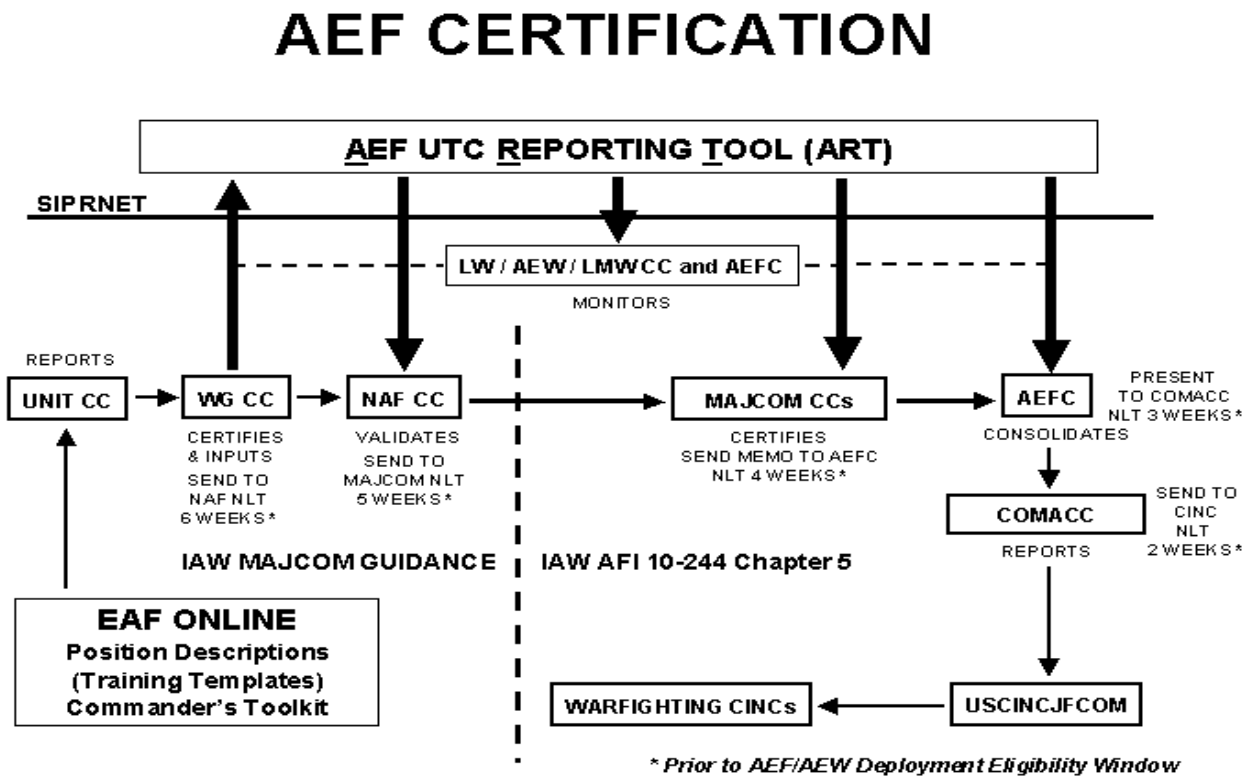
4.2.2. Commanders: Commanders should consider the following when certifying their tasked to deploy or PTDO UTCs:

4.2.2.1. Does the UTC have all the resources and training needed to perform the duties tasked in the Mission Capabilities Statement (MISCAP)? Required resources are detailed in the MEFPAK (MANFOR and LOGFOR). UTC-specific training requirements include basic AFSC qualifica-

tions, unit level certifications and worldwide mobility requirements including warrior skills training. The EAF Portal contains specific details, source AFI requirements, and AOR details. Since crisis tasking is unknown at certification, units that own PTDO UTCs report and certify on their ability to perform the MISCAP. Units will know if UTCs are on a PTDO by MAJCOM notification and through identification in JOPES PTDO plan identification number (PID).

4.2.2.2. Is the UTC capable of successfully performing its combat mission at the tasked forward operating location (FOL)? Commanders should assess the UTC's current ability to deploy and employ.

4.2.2.3. Has the unit completed theater-specific training? Commanders can identify theater-specific requirements/training by referring to the DRMD line remarks, AOR Reporting Instructions, EAF Portal Position Descriptions and Commander's Tool Kit. UTC equipment requirements are identified in LOGMOD.

4.2.2.4. The ART assessment process should not be confused with the AEF certification process. It is possible for a UTC to be red in ART and still be capable of performing the mission. Likewise a green UTC could be unable to perform the CINC tasking because of AOR line remark requirements.

4.2.3. MAJCOMs (including FOAs, DRUs, and ANG): MAJCOMs will develop internal processes for unit, wing, NAF and MAJCOM Commander's certification. MAJCOM-level certification means the MAJCOMs have reviewed the chain of command ART assessments and their certification process inputs. The MAJCOM process must include a validation that certified UTCs are contained in the TPFDD. In other words, MAJCOMs must insure they are certifying all the tasked to deploy and PTDO forces for the particular eligibility period. **Attachment 2** is a MAJCOM Commanders Certification Message template for AEF or AEW.

4.2.3.1. MAJCOMs will transmit a MAJCOM Commander Certification Message to the AEF Center NLT 4 weeks prior to AEF/AEW deployment eligibility window. Send the messages via SIPRNET email to the AEFC commander at **mailto:aefcenter@langley.af.smil.mil**. Dates that fall on a weekend or holiday will be adjusted to the next duty day. This message documents the MAJCOMs certification of the UTCs tasked to deploy and on a PTDO as validated in the TPFDD. It formalizes the MAJCOMs review process and documents significant unit participation in preparatory training events where applicable. Certification messages are classified depending on the message content IAW paragraph **3.1.**

4.2.3.2. MAJCOMs will ensure a system is set up to monitor, analyze and correct deployment discrepancies IAW AFI 10-215 to ensure personnel and equipment arrive in theater IAW all AOR component and AFI requirements. This feedback should be used to highlight unit deployment discrepancy trends and allow for corrective actions. MAJCOMs will inform the AEFC of potential deployment issues, and resolved problems.

4.2.4. AEF Center (AEFC): The AEFC Readiness and Assessment Branch (AEFC/AEPR) will consolidate MAJCOM Certification Messages and prepare a certification message for COMACC NLT 3 weeks prior to AEF/AEW deployment eligibility window. Dates that fall on a weekend or holiday will be adjusted to the next duty day.

4.2.4.1. The AEFC will analyze AOR personnel processing discrepancy reports. The analysis will be use to provide feedback to MAJCOM commanders on effectiveness of their certification process.

4.2.5. COMACC: Commander, Air Combat Command (COMACC), is the AF designated representative for AEF Certification and speaks on behalf of all MAJCOMs reporting to USCINCJFCOM the readiness of AEF UTCs tasked to deploy and on a PTDO. **Attachment 3** is a template for COMACC's AEF Certified Forces Message.

4.2.5.1. COMACC will send an AEF Certified Forces Message to USCINCJFCOM NLT 2 weeks prior to AEF/AEW deployment eligibility window. Dates that fall on a weekend or holiday will be adjusted to the next duty day.

4.2.6. AEW, Lead Wing and Lead Mobility Wing Commanders: Commanders should monitor ART to stay informed on the status of UTCS inside the AEF library.

4.2.7. Theater Commander: Theater commanders and the AFFOR are the recipients of AEF capabilities.

4.2.7.1. If a deployed commander discovers a UTC or individual deficiency, they should report through the AOR chain of command to the AF component. The AF component will notify the AEFC.

4.2.7.2. The AEFC will capture the lessons learned and prepare a report detailing the deficiency and forward to the appropriate MAJCOM commander for resolution.

4.2.7.3. The MAJCOMs will investigate the deficiency, and if required, take corrective action. The MAJCOMs will inform the AEF Center who will in turn inform the AFFOR of actions taken and complete the feedback loop.

4.2.8. (Added-PACAF) **HQ PACAF Director:** Each PACAF director has a unique but equally important role in the ART reporting and certification process. Personnel assigned to HQ PACAF are aligned to either a standard or associate UTC. Those UTCs reflect a portion of PACAF's total capability and meet the requirement for ART reporting and AEF certification. Although all UTCs are postured and visible in the AEF TPFDD libraries, only standard UTCs require ART reporting and AEF certification.

4.2.8.1. (Added-PACAF) HQ PACAF Directors will use ART and commanders worksheets from each branch (if required) to validate their UTCs that are tasked to deploy and/or placed on a PTDO. If applicable, directors will validate that the branch chief's ART get-well dates are achievable for all tasked-to-deploy UTCs.

4.2.8.2. (Added-PACAF) HQ PACAF Directors will prepare a Directorate Validation Message (**Attachment 6 (Added)**). The validation message is a consolidated picture of each branch within that functional area and formalizes the director's review of UTCs tasked to deploy and sourced in a PTDO. It documents a functional areas participation in significant training exercises such as RED FLAG, MAPLE FLAG, and COPE THUNDER.

4.2.8.3. (Added-PACAF) HQ PACAF Directors will forward the Validation Message, 5 weeks prior to AEF/AEW deployment eligibility window, to HQ PACAF/DOXF via SIPRNET email to **mailto:pacaf.doxf@dms.hickam.af.smil.mil**. Dates that fall on a weekend or holiday will be adjusted to the next duty day.

4.2.9. (Added-PACAF) **NAF Commander:** NAF Commanders will use ART and the Wing Commander Certification Message to validate their UTCs that are tasked to deploy or placed on a PTDO

(**Attachment 7 (Added)**). If applicable, NAF commanders will validate the wing commander's ART get well dates are achievable for all tasked to deploy UTCs.

4.2.9.1. (Added-PACAF) NAF commanders will prepare a NAF Commander Validation Message. The validation message is a consolidated picture of the NAF and formalizes the NAF commander's review of the UTCs tasked to deploy and sourced in a PTDO. It documents unit participation in significant training exercises such as RED FLAG, MAPLE FLAG, and COPE THUNDER.

4.2.9.2. (Added-PACAF) NAF commanders will forward the Validation Message, 5 weeks prior to AEF/AEW deployment eligibility window, to HQ PACAF/DOXF via SIPRNET email to **mailto:pacaf.doxf@dms.hickam.af.smil.mil**. Dates that fall on a weekend or holiday will be adjusted to the next duty day.

4.2.10. (Added-PACAF) **Wing Commander:** Wing commanders play a critical role in certification. They certify UTCs tasked-to-deploy and/or sourced on a PTDO have the personnel, training, supplies and serviceable equipment to perform their mission. They also certify that all deploying personnel have completed their mobility requirements. Wing commanders have visibility over wing resources that may fulfill a unit commander's projected shortfall and they provide a final check for requested shortfalls, reclamas and waivers.

4.2.10.1. (Added-PACAF) Wing commanders will prepare a Wing Commander Certification Message (**Attachment 8 (Added)**). The certification message documents the wing commander's certification of UTCs tasked to deploy and sourced in a PTDO. It documents unit participation in significant training exercises such as RED FLAG, MAPLE FLAG, and COPE THUNDER.

4.2.10.2. (Added-PACAF) Wing commanders will forward the Certification Message via SIPR-NET to the NAF commander 6 weeks prior to AEF/AEW deployment eligibility window. Dates that fall on a weekend or holiday will be adjusted to next duty day.

4.2.11. (Added-PACAF) **Group Commander:** The group commander is a key factor in the certification process. By having close visibility on the day-to-day operations of their subordinate units, they can readily identify and correct potential deficiencies or shortfalls. Group commanders should establish procedures to ensure deploying UTCs within their units have the necessary personnel and/or resources required to fulfill their missions. They should also verify deploying personnel have completed all required mobility and line item requirements prior to wing certification.

4.2.11.1. (Added-PACAF) Group commanders should verify tasked UTCs are capable of performing their missions at the tasked forward location (FOL) to the maximum extent possible. Every effort should be made to increase the capability of a deficient UTC by assisting unit commanders in identifying any suitable substitutes or replacements for a potential shortfall when possible.

4.2.11.2. (Added-PACAF) **502 AOG:** Since the 502 AOG is not aligned under a NAF, the 502 AOG commander will accomplish AEF certification using guidelines similar to that of the NAFs. Since the final certification ends at the group level, the commander will need to establish procedures to ensure deploying UTCs within their units have the necessary personnel and/or resources required to fulfill their missions. They should also verify deploying personnel have completed all required mobility and line item requirements prior to wing certification.

4.2.11.3. (Added-PACAF) The 502 AOG commander will prepare a Group Commander Certification Message (**Attachment 9 (Added)**). The certification message documents the Group commander's certification of UTCs tasked to deploy and sourced in a PTDO. It documents unit participation in significant training exercises such as RED FLAG, MAPLE FLAG, and COPE THUNDER.

4.2.11.4. (Added-PACAF) The 502 AOG commander will forward the Commander Certification Message, 5 weeks prior to AEF/AEW deployment eligibility window, to HQ PACAF/DOXF via SIPRNET email to **mailto:pacaf.doxf@hickam.af.mil.** Dates that fall on a weekend or holiday will be adjusted to the next duty day.

CHARLES F. WALD,   Lt General, USAF
DCS/Air and Space Operations

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Abbreviations and Acronyms

ACS—Agile Combat Support

AEFC—Aerospace Expeditionary Force Center

AES—Aerospace Expeditionary Squadron

AFCC—Air Force Component Command

AFDD—Air Force Doctrine Document

AFFOR—Air Force forces

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AFWUS—Air Force-Wide UTC Availability and Tasking Summary

AMC—Air Mobility Command

ANG—Air National Guard

AOC—Air Operations Center

ARC—Air Reserve Component

ART—AEF UTC Reporting Tool

CAF—Combat Air Forces

CINC—Commander-in-Chief

CJCS—Chairman of the Joint Chiefs of Staff

COMAFFOR—Commander of Air Force Forces

CONOPS—Concept of Operations

CSAF—Chief Staff, United States Air Force

DOD—Department of Defense

DRMD—Deployment Requirements Manning Document

DRU—Direct Reporting Unit

FOA—Field Operation Agency

GSORTS—Global Status of Resources and Training System

HQ—Headquarters

HUMRO—Humanitarian Relief Operation

IPT—Integrated Process Team

ISR—Intelligence, Surveillance, and Reconnaissance

JCS—Joint Chiefs of Staff

JOPES—Joint Operation Planning and Execution System

JP—Joint Publication

JOSC—Joint Operations Support Center

JSCP—Joint Strategic Capabilities Plan

LMW—Lead Mobility Wing

MAJCOM—Major Command

MTW—Major Theater War

NAF—Numbered Air Force

NGB—National Guard Bureau

NIPRNET—Non Secure Internet Protocol Router Network

OPCON—Operational Control

OPLAN—Operation Plan

OPTEMPO—Operations Tempo

SIPRNET—Secret Internet Protocol Router Network

SSC—Small Scale Contingency

UIC—Unit Identification Code

ULN—Unit Line Number

USAF—United States Air Force

UTC—Unit Type Code

Terms

AEF (Aerospace Expeditionary Force)—Wings, groups and squadrons assigned and attached to an Aerospace Expeditionary Task Force or attached to an in place NAF by Department of the Air Force (DAF) orders. (AFDD 1). *A composite organization of aerospace capabilities from which a tailored AETF, composed of Aerospace Expeditionary Wings (AEWs), Aerospace Expeditionary Groups (AEGs), and Aerospace Expeditionary Squadrons (AESs), is created to provide forces to meet theater commander in chief (CINC) requirements. An AEF is not a discrete warfighting unit.*

AEF Library—A collection of 13 Time Phased Force Deployment Data sets (TPFDDs) in Joint Operations Planning and Execution system (JOPES) that list the Air Force's available Unit Type Codes (UTCs) (UTC/UIC combinations) for a specific Aerospace Expeditionary Force (AEF), Aerospace Expeditionary Wing (AEW), and Enabler Forces.

Aerospace Expeditionary Group—an independent group assigned or attached to an aerospace expeditionary task force (AETF) or an in-place NAF by MAJCOM G-series orders. Normally, the an

aerospace expeditionary task force (AETF) or in-place NAF commander also exercises Operational Control (OPCON) of AEGs. An AEG is composed of the group command element and one or more squadrons. The AEG, depending on the size and structure of the AEF, is the lowest command echelon of AEFs that may report directly to a COMAFFOR. Also called **AEG**.

Aerospace Expeditionary Task Force—A deployed numbered air force (NAF) or command echelon immediately subordinate to a NAF provided as the US Air Force component command to a joint operation. Also called **AETF**. See also **air expeditionary force; air expeditionary wing**.

Aerospace Expeditionary Wing—An Aerospace Expeditionary Wing (AEW) is a wing or a wing slice assigned or attached to an Aerospace Expeditionary Task Force (AETF) or an in-place Numbered Air Force (NAF) by MAJCOM G-series orders. Normally, the AETF or in-place NAF commander also exercises Operational Control (OPCON) of AEWs. An AEW is composed of the wing command element and some groups. The AEW commander reports to a Commander Air Force Forces (COMAFFOR). Also called **AEW**.

Alert Status—A posture, initiated by a Chairman Joint Chiefs of Staff (CJCS) Alert Order, in which designated units prepare their personnel and equipment for rapid deployment upon receiving tasking.

Allocation—Distribution of limited resources among competing requirements for employment. *Resources Unit Type Codes (UTCs) made available to an AEF.*

Apportion (Planning)—The resource made available to the commander of a unified command for deliberate planning. Apportioned resources are used in the development of operations plans and may be more or less than those allocated for execution planning or actual execution.

Available UTC—A Unit Type Code (UTC) tasked to a unit identification code (UIC) and registered in the Air Force Wide UTC Availability System (AFWUS) as a UTC/UIC combination. When a unit has the required personnel and equipment available, units may be tasked to provide multiple instances of the same UTC combination. A unique record number in the AFWUS identifies the additional instances of the UTC/UIC.

Command and Control—(DOD)—The exercise of authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission. Command and control functions are performed through an arrangement of personnel, equipment, communications, facilities, and procedures employed by a commander in planning, directing, coordinating, and controlling forces and operations in the accomplishment of the mission. Also called **C2**. (JP 1-02)

Deployment—The movement of forces within operational areas. The positioning of forces into a formation for battle. The relocation of forces and materiel to desired operational areas. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, intertheater and intratheater movement legs staging and holding areas. See also deployment order; deployment planning; deployment preparation order. JP 1-02.

Deployed—These resources are not currently at home station by reason of execution of a properly authorized movement order or Joint deployment order. Additionally, not recallable by a commander's Leave and TDY recall message. Normally, deployment in support of training exercises or Joint exercises would not preclude recall or release of forces by the exercising commander.

Direct Liaison Authorized—That authority granted by a commander (any level) to a subordinate to directly consult or coordinate an action with a command or agency within or outside of the granting command. Direct liaison authorized is more applicable to planning than operations and always carries

with it the requirement of keeping the commander granting direct liaison authorized informed. Direct liaison authorized is a coordination relationship, not an authority through which command may be exercised. Also called **DIRLAUTH** (Joint Pub 1-02)

Designed Operational Capability—A summary of a units mission and resources for which it has been organized, designed, and equipped used to aid in reporting in Status of Resources and Training Systems (SORTS). Also called **DOC** (AFI 10-201).

Expeditionary Aerospace Force—Concept showing how the Air Force will organize, train, equip, and sustain itself by creating a mindset and cultural state that embraces the unique characteristics of aerospace power – range, speed, flexibility, precision – to meet the national security challenges of the 21st Century.

Expeditionary Combat Support—Tailored Agile Combat Support (ACS) capability deployed to expeditionary sites to provide for Aerospace Expeditionary Forces (AEFs) employed in global engagement operations. This capability is produced by rapidly deployable, tailored forces executing ACS processes to beddown, employ, maintain, protect, and redeploy tactical components of aerospace power and production.

Equipment—In logistics, all non-expendable items needed to outfit or equip an individual or organization.

Equipment Condition—The status of an item of equipment in the possession of an operating unit that indicates it is capable of fulfilling its intended mission and in a system configuration that offers a high assurance of an effective, reliable, and safe performance.

Functional Area Manager—The individual responsible for the management and planning of all personnel and equipment within a specific functional area to support wartime and peacetime contingencies.

Force Module Package—A force module with a specific functional orientation (e.g. air superiority, close air support, reconnaissance, ground defense) that include combat, associated combat support, and combat service support forces. Additionally, for module packages will contain sustainment in accordance with logistic policy contained in Joint Strategic Capabilities Plan Annex B. Also called **FMP**. See also force module.

Force Package A—Force Package is the basic unit designator of a unit type code (UTC) and is used as a planning tool to tailor an Aerospace Expeditionary Force (AEF).

Global Military force Policy—CJCS policy that determines Air Force ability to provide full distribution of Command and Control (C2), Intelligence Surveillance and Reconnaissance (ISR), and Combat Search and Rescue (CSAR) assets. Also called **GMFP**

LD/HD (Low Density/High Demand)—Limited assets/forces with unique mission capabilities stressed by continual high Operations TEMPO (OPTEMPO) because of Commander in Chief (CINC) requirements. Often referred to as forces assigned to the Global Military Force Policy (GMFP).

Lead Unit—MAJCOMs will designate a lead unit when the forces placed on call come from more than one location. The Lead Unit works closely with the parent MAJCOM who directs the planning and coordination efforts of designated Aerospace Expeditionary Force (AEF) units to determine operational, logistics, and support requirements to meet mission objectives.

Limiting Factor (DOD)—A factor or condition that, either temporarily or permanently impedes mission accomplishment. Illustrative examples are transportation network deficiencies, lack of in-place facilities,

malpositioned forces or materiel, extreme climatic conditions, distance, transit or overflight rights, political conditions, etc. (JP 1-02)

Logistics Detail—The specific material identified for deployment within the Unit Type Code (UTC). Also called **LOGDET**

Logistic Force Packaging Subsystem—This MEFPAK component that contains Unit Type Code (UTC) Logistics Detail (LOGDET) data and serves as a database for Operational Plan (OPLAN) development and execution. Also called **LOGFOR**

Manpower Force Packaging System —The Manpower and Equipment Force Packaging System (MEFPAK) component that provides: The title of the unit or force element and its unique Joint Chiefs of Staff unit type code. The manpower detail by function, grade (officers only), quantity and Air Force specialty code required to meet the defined capability. Also called **MANFOR.**

Manpower and Equipment Force Packaging System —A data system designed to support contingency and general war planning with predefined standardized manpower and equipment force packages. MEFPAK, which operates in the command and control environment, is composed of two subsystems: the Manpower Force Packaging System (MANFOR) and the Logistics Force Packaging System (LOGFOR). Also called **MEFPAK**

Mission Capability Statement—A short paragraph associated with each Unit Type Code (UTC) that describes significant employment information, briefly explains mission capability, the types of bases to which a UTC can be deployed, and all pertinent personnel substitution rules (i.e., bare base, standby deployment base, or limited operating base). Also called **MISCAP**

Noncombatant Evacuation Operations—(DOD)—Operations directed by the Department of State, the Department of Defense, or other appropriate authority whereby noncombatants are evacuated from foreign countries when their lives are endangered by war, civil unrest, or natural disaster to safe havens or to the United States. Also called NEOs. Also called **NEO** (JP 1-02)

On Call Status—A posture assumed by units designated by MAJCOMs allowing units to rapidly transition from normal day-to-day operations to Aerospace Expeditionary Force (AEF) operations. This posture is established before receipt of a Chairman Joint Chief of Staff (CJCS) Alert Order.

Personnel Reclama—When a wing/tasked unit/installation cannot meet an individual augmentee tasking, they will request relief by submitting a personnel reclama through the local manpower and military personnel flight to their parent MAJCOM personnel readiness office.

Positioning—Positioning refers to movements that take place after receipt of a Warning/Alert Order but prior to the Execute Order. Positioning normally refers to aircraft, aircrews, and Mobility Support Teams (MSTs).

Pre-Position—To place military units, equipment, or supplies at or near the point of planned use or at a designated location to reduce reaction time, and to ensure timely support of a specific force during initial phases of an operation. Exception: The HQ AMC Tanker Airlift Control Center (TACC) commander may (pre) position air refueling forces (aircraft and crews) in anticipation of a Warning/Alert Order. Depending on the nature of the contingency, this will facilitate the timely movement of other positioning/deploying forces.

Rainbowed Equipment—Non-prepositioned equipment that is sourced from multiple units, left in place, and utilized by multiple units/UTCs over time to enable the best support of vulnerable Aerospace

Expeditionary Force (AEFs) while minimizing home station impact on supporting units (Equipment working group, Expeditionary Combat Support (ECS) Conference)

Status—A stoplight Commander's assessment reporting the degree to which a Unit Type Code (UTC) meets its designed capability.

Tasked to Deploy—The owing unit has received an order/directive to actually deploy the Unit Type Code (UTC) in whole or in part (approximately 120 days out for steady state commitments). This is different from a UTC being allocated to an Aerospace Expeditionary Force (AEF) or entering its primary vulnerability period for deployment.

Time-phased force and deployment data—The Joint Operation Planning and Execution System (JOPES) data base portion of an operation plan (OPLAN); it contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operational plan, including: (a) in-place units, (b) units to be deployed to support the operation plan with a priority indicating the desired sequence for their arrival at the port of debarkation, (c) routing of forces to be deployed, (d) movement data associated with deploying forces, (e) estimates of non-unit-related cargo and personnel movements to be conducted concurrently with the deployment of forces, and (f) estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources. Also called **TPFDD** (JP 1-02)

UTC Shortfall—When a wing/tasked installation does not possess sufficient qualified personnel or equipment to support a Unit Type Code (UTC) tasking, they request relief by submitting a UTC shortfall request from the installation deployment office to their MAJCOM operation plans or deployment office. For personnel, this request will be coordinated as a minimum with the local manpower office and MPF. There are two types of personnel UTC shortfalls: 1) a wing/installation cannot support the entire UTC; and 2) a wing/installation can support part of the tasked UTC, but cannot fill one or more of the Air Force Specialty Codes (AFSC) requirements within the UTC.

Attachment 2

MAJCOM COMMANDERS CERTIFICATION MESSAGE TEMPLATE.

Figure A2.1. Sample Certification Message – MAJCOM CC

SUBJECT: AEF __/__(and AEW __) Cycle __ MAJCOM Commander Certification Message

1. I have reviewed the (MAJCOM) forces tasked to deploy in AEFs ___ and ___ and/or those sourced in the PTDO (for AEW ___). Based on the assessments of my commanders. I certify that these forces possess or have access to the personnel, training, supplies and serviceable equipment to perform their mission.

2. (If applicable) During the preparation phase, (MAJCOM) units participated in a variety of various spin-up events. Significant preparatory activity is listed below.

                    Unit   Spin-up Event

3. Any additional comment relevant to the certification process.

//
First M.I. Last Name
General, USAF
Commander

Attachment 3

COMACC'S AEF CERTIFIED FORCES MESSAGE TEMPLATE.

Figure A3.1. Sample Certification Message - COMACC

SUBJECT: AEF __/__ (and AEW __) Cycle __ Certified Forces Message

Each USAF force providing MAJCOM has certified their tasked to deploy and PTDO forces as mission capable.
Based on their assessments, I certify these forces possess or have access to the personnel, training, supplies and
serviceable equipment required to execute expected CINC tasking.

//
First M.I. Last Name
General, USAF
Commander, Air Combat Command

Attachment 4

PROCEDURES OVERVIEW

A4.1. Using ART. ART is a web-based application that uses active server pages (.ASP). All inputs to the web site are processed immediately and archived to a database resident at the AEFC. Users must be aware all updates are "Real Time". All users must be appointed by their respective MAJCOMS prior to updating the status of UTCs. MAJCOMs will forward all appointed users names in a format provided by the AEFC. Upon receipt of user data the AEFC will pre-populate the ART database with this information to ensure immediate access by authorized users. An online tutorial is provided upon initial login and users are encouraged to review and understand the tutorial prior to establishing a user profile in ART. Review of the tutorial will provide a better understanding of the procedures required to submit reports. Users should review the on-line procedures contained on the AEF website for the latest updates to these procedures.

A4.1.1. Reporting on a UTC.

A4.1.1.1. Once appointed, users will create a user profile in ART. This profile can be edited and deleted at any time. MAJCOM's will notify the AEFC when user profiles are no longer valid or active. ART will generate a userid, the user will be required to provide a password. Upon verification users will be required to create a profile

A4.1.1.1.1. Creating a user profile: once entered on the access list, the user must create a profile of the units that will be updated. Click on new user. After looking over the tutorial click next. Enter your first and last name and submit. A data base search will occur to ensure the submitted name is authorized to proceed. Your user information submitted by your MAJCOM will be displayed to ensure all data is correct and/or to make necessary changes. Changes should be sent via SIPRNET e-mail. There is no reference to Numbered Air Force (NAF) in the TPFDD library. To get this data into ART the system associates the NAF in the user's profile with the UTC being updated. If a person enters an incorrect NAF or a UTC is not updated, the NAF selection will not locate all the UTCs for that NAF. A screen will display all bases units listed in the TPFDD library. Select the applicable base(s) (holding down the control key will allow selecting more than one base), and click submit. A screen will display and allow unit selection of one base at a time (holding down the control key will allow selecting more than one unit at a time. (Clicking the first unit and holding down the shift key and scrolling to the bottom then clicking on the last will select all). When all the appropriate units are selected, submit. Enter your password (Air Force standard: 8 characters, at least one upper case, one lower case, one special character and one number), submit. The final window will appear and display your userid/login. Please make sure to note the login.

A4.1.1.2. Select base (if required), unit and AEF that will be updated. All UTCs for this combination will display.

A4.1.1.3. 30-day assessment: Select the appropriate status, i.e., Green, Red or Yellow. If reporting other then green, a detailed remark describing the deficiency is mandatory. Get-well-data is a mandatory field. If a get-well-date is not known provide your best estimate. If your UTC is "Green" you cannot submit remarks.

A4.1.1.4. Tasked-to-deploy assessment. The tasked-to-deploy assessment is totally separate from the 30 day UTC assessment (green, yellow, red). The "UTC is Tasked to Deploy" selection defaults to "No".

A4.1.1.4.1. Upon receipt of deployment notification (approximately 120 out days for steady state commitments) select "Yes". This will activate the "Can Meet Theater Specific Requirements" selection.

A4.1.1.4.2. "Can Meet Theater Specific Requirements." If the UTC can meet additional tasking levied by the theater (such as specific training or line remarks) or there is no additional theater requirement click "Yes". If the UTC cannot support the tasking due to the theater specific requirement then check "No". The text box will activate and the discrepancy is entered (i.e. Do not have a 7 level with 14 years).

A4.1.1.4.3. Upon return to home station/reconstitution check "No" under "UTC is Tasked to Deploy".

A4.1.2. Generating a Report.

A4.1.2.1. The "Reports" button on the ART Homepage gives access to the "UTC Reports Selection".

A4.1.2.2. The "UTC Reports Selection" is divided into two parts. The upper box controls what data is pulled and the lower box controls what is displayed.

A4.1.2.2.1. You must select at least one area in each the upper and lower box.

A4.1.2.3. You can display the data in one of three formats: a display to screen, an Excel spreadsheet, or a basic number count.

A4.1.2.4. Note: A user profile is not required in order to access and generate a report.

Attachment 5 (Added-PACAF)

APPOINTMENT LETTER TEMPLATE

Figure A5.1. (Added-PACAF) ART POC Appointment Letter.

MEMORANDUM FOR HQ PACAF/DOXF (AEF-Pacific)   (Date)
(Unit level POCs add Wing POC Unit/Office Symbol)

FROM: (Unit/Office Symbol)
        (Unit Address, Suite #)
        (Base/Zip Code)

SUBJECT: (Unit) AEF UTC Reporting Tool (ART) POCs

1. In accordance with AFI 10-244, Aerospace Expeditionary Forces UTC Status Reporting Tool (ART),
the following individuals are appointed the (Unit Name) Primary and Alternate ART Monitors:

Primary ART Monitor

RANK/NAME

ORG/SYMBOL

DSN

SIPRNET

NIPRNET

Alternate ART Monitor(s)

RANK/NAME

ORG/SYMBOL

DSN

SIPRNET

NIPRNET

2. This letter supersedes previous letter dated, XX XXX 200X.

                                    (**Commanders Signature Block/Signature**)

(SECRET when unit data filled in)

Attachment 6 (Added-PACAF)

DIRECTORS CERTIFICATION MESSAGE TEMPLATE

Figure A6.1. (Added-PACAF) Sample Certification Message - Director

MEMORANDUM FOR HQ PACAF/DOXF   (Date)

FROM: (Directorate)/CC

SUBJECT: (U) AEF (#)/(#) Cycle (#) HQ PACAF Director Validation Message (S)

1. (U) I have reviewed all of the HQ PACAF/(Directorate) forces in AEF (#)/(#) including those forces in the Enabler bucket. Based on the assessments of my Branch Chiefs, I certify that these forces possess or have access to the personnel, training, supplies and serviceable equipment to perform their mission, with the exception of those indicated in ART.

2. (U) During the preparation phase, HQ PACAF/(Directorate) participated in a variety of spin-up events. Significant preparatory activity is listed below.

   Office   Spin-up Event
   (Branch)   Exercise/activity

3. (S) For AEF (#)/(#) and Enabler Cycle (#), HQ PACAF/(Directorate) has the following YELLOW and RED UTCs listed below. Specific UTCs and associated limiting factors of those in the status of RED and YELLOW can be produced upon request or obtained through the ART.

(#) YELLOW (some UTCs have more than one deficiency)
   (#) for Personnel
   (#) for Training
   (#) for Equipment/Supply
   (#) for Equipment/Condition

(#) RED (some UTCs have more than one deficiency)
   (#) for Personnel
   (#) for Training
   (#) for Equipment/Supply
   (#) for Equipment/Condition

(#) are invalid UTCs and will be deleted by MAJCOM FAMs

4. (U) My POC for AEF Certification is (NAME, DSN and secure e-mail address).

(SECRET when unit data filled in)

First M.I. Last Name
(Rank), USAF
Director, _____

Derived From:	ART/SORTS data classified
IAW, CJCSI 3401.02 and
Consistent with EO 12958
Declassify on:	DD MM YYYY (10 years from
Date of letter)

*** *Sent to MAJCOM 5 weeks prior to AEF/AEW deployment eligibility window* ***

SECRET (when unit data filled in)

Attachment 7 (Added-PACAF)

NAF COMMANDERS VALIDATION MESSAGE TEMPLATE
Figure A7.1. (Added-PACAF) Sample Validation Message - NAF Commander
MEMORANDUM FOR COMPACAF   (Date)

FROM: (NAF)/CC

SUBJECT: (U) AEF (#)/(#) Cycle (#) NAF Commander Validation Message (S)

1. (U) I have reviewed all of the (NAF) forces in AEF (#)/(#) including those forces in the Enabler bucket. Based on the assessments of (NAF) wing commanders, I certify that these forces possess or have access to the personnel, training, supplies and serviceable equipment to perform their mission, with the exception of those indicated in ART.

2. (U) During the preparation phase, (NAF) units participated in a variety of spin-up events. Significant preparatory activity is listed below.

      Unit   Spin-up Event
     (Wing/Squadron)   Exercise/activity

3. (S) For AEF (#)/(#) and Enabler Cycle (#), (NAF) has the following YELLOW and RED UTCs listed below. Specific UTCs and associated limiting factors of those in the status of RED and YELLOW can be produced upon request or obtained through the ART.

(#) YELLOW (some UTCs have more than one deficiency)
        (#) for Personnel
        (#) for Training
        (#) for Equipment/Supply
        (#) for Equipment/Condition

(#) RED (some UTCs have more than one deficiency)
        (#) for Personnel
        (#) for Training
        (#) for Equipment/Supply
        (#) for Equipment/Condition

(#) are invalid UTCs and will be deleted by MAJCOM FAMs

4. (U) My POC for AEF Certification is (NAME, DSN and secure e-mail address).

(SECRET when unit data filled in)

(SECRET when unit data filled in)

First M.I. Last Name
(Rank), USAF
Commander, _____ Air Force

Derived From: ART/SORTS data classified
                       IAW, CJCSI 3401.02 and
                       Consistent with EO 12958
Declassify on: DD MM YYYY (10 years from
                       Date of letter)

*** *Sent to MAJCOM 5 weeks prior to AEF/AEW deployment eligibility window* ***
(SECRET when unit data filled in)

(SECRET when unit data filled in)

Attachment 8 (Added-PACAF)

WING COMMANDER CERTIFICATION MESSAGE TEMPLATE
Figure A8.1. (Added-PACAF) Sample Certification Message - Wing Commander
MEMORANDUM FOR (NAF)/CC   (Date)

FROM: (Wing)/CC

SUBJECT: (U) AEF (#)/(#) Cycle (#) (Wing) Commander Certification Message (S)

1. (U) I have reviewed all of the (Wing) forces in AEF (#)/(#) including those forces in the Enabler bucket. Based on the assessments of (Wing) unit commanders, I certify that these forces possess or have access to the personnel, training, supplies and serviceable equipment to perform their mission, with the exception of those indicated in ART.

2. (U) During the preparation phase, (Wing) units participated in a variety of spin-up events. Significant preparatory activity is listed below.

     Unit   Spin-up Event
     (Wing/Squadron)   Exercise/activity

3. (S) For AEF (#)/(#) and Enabler Cycle (#), (Wing) has the following YELLOW and RED UTCs listed below. Specific UTCs and associated limiting factors of those in the status of RED and YELLOW can be produced upon request or obtained through the ART.

(#) YELLOW (some UTCs have more than one deficiency)
     (#) for Personnel
     (#) for Training
     (#) for Equipment/Supply
     (#) for Equipment/Condition

(#) RED (some UTCs have more than one deficiency)
     (#) for Personnel
     (#) for Training
     (#) for Equipment/Supply
     (#) for Equipment/Condition

(#) are invalid UTCs and will be deleted by MAJCOM FAMs

4. (U) My POC for AEF Certification is (NAME, DSN and secure e-mail address).

(SECRET when unit data filled in)

(SECRET when unit data filled in)

First M.I. Last Name
(Rank), USAF
Commander, _____Wing

Derived From: ART/SORTS data classified
                      IAW, CJCSI 3401.02 and
                      Consistent with EO 12958
Declassify on: DD MM YYYY (10 years from
                      Date of letter)

*** *Sent to NAF 6 weeks prior to AEF/AEW deployment eligibility window* ***
(SECRET when unit data filled in)

(SECRET when unit data filled in)

(SECRET when unit data filled in)

Attachment 9 (Added-PACAF)

GROUP COMMANDER CERTIFICATION MESSAGE TEMPLATE
Figure A9.1. (Added-PACAF) Sample Certification Message-Group Commander (502AOG only)
MEMORANDUM FOR HQ PACAF/DOXF   (Date)

FROM: (Group)/CC

SUBJECT: (U) AEF (#)/(#) Cycle (#) Group Commander Certification Message (S)

1. (U) I have reviewed all of the (Group) forces in AEF (#)/(#) including those forces in the Enabler bucket. Based on the assessments of my commanders, I certify that these forces possess or have access to the personnel, training, supplies and serviceable equipment to perform their mission, with the exception of those indicated in ART.

2. (U) During the preparation phase, (Group) units participated in a variety of spin-up events. Significant preparatory activity is listed below.

      Unit   Spin-up Event
      (Squadron)   Exercise/activity

3. (S) For AEF (#)/(#) and Enabler Cycle (#), the (Group) has the following YELLOW and RED UTCs listed below. Specific UTCs and associated limiting factors of those in the status of RED and YELLOW can be produced upon request or obtained through the ART.

(#) YELLOW (some UTCs have more than one deficiency)
      (#) for Personnel
      (#) for Training
      (#) for Equipment/Supply
      (#) for Equipment/Condition

(#) RED (some UTCs have more than one deficiency)
      (#) for Personnel
      (#) for Training
      (#) for Equipment/Supply
      (#) for Equipment/Condition

(#) are invalid UTCs and will be deleted by MAJCOM FAMs

4. (U) My POC for AEF Certification is (NAME, DSN and secure e-mail address).

(SECRET when unit data filled in)

(SECRET when unit data filled in)

First M.I. Last Name
(Rank), USAF
Commander, _____Group

Derived From: ART/SORTS data classified
                     IAW, CJCSI 3401.02 and
                     Consistent with EO 12958
Declassify on: DD MM YYYY (10 years from
                     Date of letter)

*** *Sent to the NAFs 6 weeks prior to AEF/AEW deployment eligibility window* ***
(SECRET when unit data filled in)